Job Aid:
Locate a Grant Posting in COMMBUYS

This Job Aid shows how to:

- Locate a Grant Posting
- Access the related attachments for review

Of Special Note:

All state agencies are subject to 815 CMR 2.00, State Grants, Federal Grant Awards, Federal Sub-grants and Subsidies as well as the [Office of the Comptroller's policy on State Grants, Federal Sub-Grants, and Subsidies](). Departments must use COMMBUYS to publicly post the availability of a discretionary Grant or Grant Program and publish the results of grantee selections. Use of COMMBUYS to receive electronic quotes for grant opportunities is optional; however, state agencies are encouraged to require grantees to register and submit quotes (applications) through COMMBUYS, which provides a central repository for receipt of electronic applications. As more grantees use COMMBUYS to identify grant opportunities, they will have a single location to apply for grants from multiple state agencies, resulting in efficiencies for both the grantees and the state agencies.

This job aid provides instructions for searching the COMMBUYS Market Center for potential grant opportunities from a public view. You do not have to be registered to navigate and download applications from the COMMBUYS system. However, if you find a grant opportunity of interest that requires online submission, you must register as a COMMBUYS Vendor in order to create and submit a response. Many grant recipients are municipalities, who may already have a buyer account. A vendor account is required to respond. For questions concerning information required to set up a Vendor Profile in COMMBUYS, please consult your business office or legal department.

Use the job aid [COMMBUYS Vendor Registration]() for instructions on how to register in the COMMBUYS Market Center and use the job aid "Locate a Grant Posting and Create a Response" to submit your grant application quote response.

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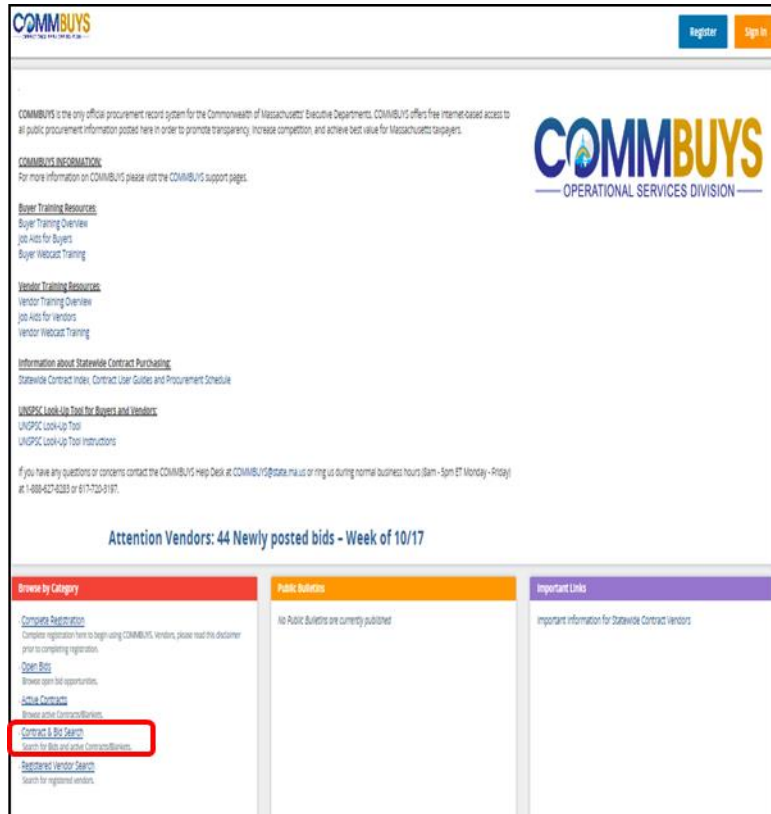
Screenshot	Directions
	Step 1: Launching COMMBUYS 1. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. 2. Select the **Contract & Bid Search** hyperlink.
	Step 2: Searching for Bids Select the **Bids** radio button.

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Screenshot	Directions
	Step 3: Searching for Grant Opportunities 1. There are a number of ways to search for Grant Opportunities. ***NOTE:*** Click the **Clear** button between searches. • **Bid #** - entering the last four (4) digits of the bid number will bring you directly to the grant opportunity • **Bid Description** – use the word ***"grant"*** to search for grant opportunities that have used "grant" as part of their description - ***this may result in a high volume search results display, use with another search criteria to narrow down results.*** • **Bid Opening Date** – use the calendar to display grant opportunities by bid opening date; i.e. submission deadline • **Organization/Department** – select an organization or department to search specific grant opportunities, organized by COMMBUYS ID number • **UNSPSC- Grant Opportunity Code -** use to retrieve all Grant opportunities. Select the Grant Opportunity Code (00-00) from the UNSPSC Segment-Family Dropdown Box. It will be first on the list and the Class Code (00) from the UNSPSC Class Code Dropdown Box. • **Entered Date** – use the calendar to display grant opportunities by the date entered into the system 2. Select the **Bid# hyperlink** from the search results of the bid/grant opportunity you would like to view.

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	Step 4: Review Header Information If electronic response is indicated on the Header Information as **"Yes"** you are required to create and submit a response online. A COMMBUYS Vendor account is required to create and submit your grant quote response. If **NO** is indicated be sure to read the submission instructions included in the grant application attachment.
	Step 5: Review Item Information The next section of the Bid document is Item Information. Item information may provide the grantee with special instructions, restrictions, or information related to the grant application process. Be sure to read the posting in its entirety and follow the instructions.
	Step 6: Download Attachments Review the posting and download the attachments needed for your quote response.